



The WorldFish Center, headquartered on the island of Penang, Malaysia, is a world-class scientific research organization. Our mission is to reduce poverty and hunger by improving fisheries and aquaculture. We have offices in 8 countries and engage in collaborative research with more than 200 partners in more than 25 countries. The Center is a nonprofit organization and a member of the Consultative Group on International Agricultural Research (CGIAR).

A unique opportunity has arisen for gifted individuals to contribute to the mission of the Center.

## ACCOUNTANT – TREASURY

### Key Responsibilities

- Performing timely monitoring and controlling the cash flow of WorldFish such as monitoring investments, receipts and disbursements and preparation of cash position report and cash flow projections;
- Establishing safe bank based on the investment guidelines and bank accreditation procedures in conducting annual evaluation of banking service providers;
- Managing WorldFish's opening and closing of bank accounts;
- Performing timely resolution of long outstanding bank reconciling items for all bank accounts in WorldFish;
- Providing advice on impact of foreign exchange exposure in project and making recommendations on the opening of foreign currency bank accounts other than the existing currencies;
- Maintaining and controlling treasury database;
- Implementing and supervising electronic banking;
- Documenting criteria and comparisons made between or among investment opportunities before investment decisions are made;
- Managing exchange rate for project budget to maximize returns on foreign exchange holding;
- Administering and monitoring investment portfolio to ensure optimization of returns and rates on idle cash, for example, but not limited to -
  - Recommending the best financial instruments for investments e.g. time deposits, REPOs, overnight money market;
  - Leveraging on banks' treasury expertise and recommendations.
- Monitoring and ensuring timely renewal of BG;
- Monitoring and ensuring that the guidelines for the management of Employee Provident Fund for the Philippine office are adhered to;
- Coordinating and liaising with internal auditors in the compliance with CG guidelines on internal controls, Center policies, processes and risk management practices built; and
- Responsible for proper maintenance of files and their archiving.

## Skills and Abilities

### Essential

- Possess skills in the areas of project management, organization, financial accounting, analytical, contract interpretation, and interpersonal;
- Ability to render sound and good advice and deliver accurate and timely reports;
- Computer literate;
- Team player;
- Proficient in English language – both in writing and orally;

### Desired

- Proficient in using Microsoft Office applications specifically in Excel and Access.

## Qualifications and Experiences

### Essential

- Bachelor's degree in Accounting, ACCA, CIMA or equivalent;

### Desired

- 3 years in Accounting or Auditing experience preferably in a multi-national firms and a member of MIA;
- Post-graduate qualification in relevant discipline;
- Hands on experience in treasury functions; and
- Experience in using SAP system.

The WorldFish Center offers a competitive remuneration package, a non-discriminatory policy and provides an innovative work environment. Interested applicants are invited to submit a comprehensive curriculum vitae that includes names and contacts (telephone, fax, and e-mail addresses) of three (3) professional referees who are familiar with the candidate's qualifications and work experience. You are required to submit your application (with indication on the subject line “**Application for the position of Accountant – Headquarters**”) to the Human Resources Strategy and Services Unit at [worldfish-hr@cgiar.org](mailto:worldfish-hr@cgiar.org). Initial screening of applications will begin on 25 August 2010 but position will remain open until filled. This is a national position based at WorldFish Headquarters in Penang, Malaysia. Only short-listed candidates will be notified.

*WorldFish is committed to an Equal Employment Opportunity employer and strives for staff diversity in gender and nationality.*